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AtHoc - *Integrated Warning System*

Welcome to the Fort Hood

Mass Warning and Notification System

This emergency mass notification system provides Fort Hood with an effective and reliable Mass Warning and Notification System that can be used during a crisis to warn affected personnel.

During emergencies, it is critical to be able to quickly and accurately inform Fort Hood personnel in real-time, notify them of threats, and provide them with instructions. To effectively and quickly reach a mass audience and targeted individuals/groups, the notification system relies on the contact information you provide when registering with AtHoc.

It is encouraged for all personnel to register complete and accurate information to enable critical emergency alert notification capabilities at work, home or while travelling. The AtHoc system alerts via multiple and redundant means, including computer desktop notifications (pop-ups), land line phones, mobile phones, emails and SMS texts.

Fort Hood users on the Fort Hood, AMEDD, and OTC domains who log on to their NIPR computers with a Common Access Card (CAC) will automatically receive the network pop-ups from AtHoc. However, to receive emergency notifications via email, telephone, and text - users must manually register their emergency contact information.

It is strongly recommend that users register all devices/methods that they would prefer to receive emergency information on, such as:

- Work phone
- Home phone
- Cell phone
- Work email
- Home email
- SMS text

This allows the Fort Hood Installation Operations Center to notify personnel of an active or emergent event on the installation, or emergency instructions on necessary actions to take during a large scale emergency.

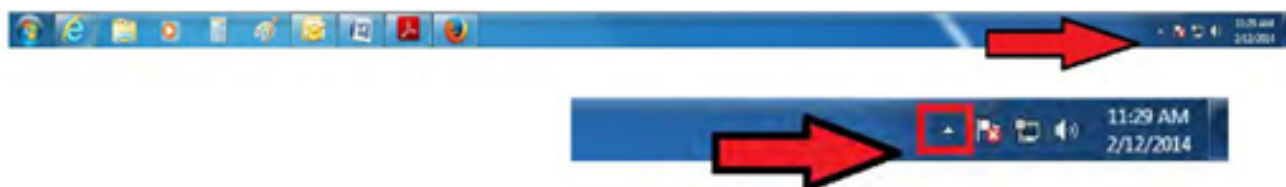
Help us to help you, and register today.

Fort Hood AtHoc Registration Instructions¶

Registration Is Easy And Takes Only A Few Minutes:¶

1. Click on the up arrow of your icon tray.¶

At the bottom of the computer screen, look to the right side of the Windows START icon / status bar in the users system tray.¶



2. Click the purple globe icon.¶

From the pop-up menu, select the purple globe icon. ¶



***If there is no purple globe on your task bar, reboot your computer.¶**

Note: If the purple globe is grayed out, → the system is currently offline. Try again later.

3. Select "Update My Info" from the pop-up menu.¶



The AtHoc Self Service client will open on the "My Info" tab.¶

Fort Hood AtHoc Registration Instructions

(continued from Page 2)


4. Update your information.

Your CAC will pre-populate your username with your DoD ID Number, last name, first name and display name. (This is the automatic registration process.)



Fort Hood Mass Warning and Notification System

[Inbox](#) [My Info](#) [Devices](#) [Locations](#) [USAOTC](#)



User Information

If you wish to furnish personal information requested as part of the Fort Hood MWNS registration process, you may do so. Personal information includes non-government furnished e-mail addresses, home and personal cell phone numbers, personal pager numbers, and other personally owned devices. If you choose NOT to furnish personal information, the system will be unable to contact you on these devices.

Fields marked with * are mandatory.

Save [Reset](#)

Basic Attributes

Username *:

1049306357

First Name:

MARK

Last Name:

PETERSON

Display Name:

MARK PETERSON

Created On:

6/9/2014 12:26:09 PM

Status *:

Enabled

Fort Hood *:

[Fort Hood/HQ USA Garrison Fort Hood/DPTMS/](#)

Employment Category:

DA Civilian

Please Select Your Employment Category

Save [Reset](#)

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Powered By 

You must manually update the following:

Fort Hood *: (Organization Hierarchy) choose your applicable Directorate or Unit.

Employment Category: choose Community Partner, Contractor, DA Civilian, Military or None.

Select **Save!**

Fort Hood AtHoc Registration Instructions¶

NOTE: You must **SAVE** your info after editing any tab, before going to the next tab.¶

5. Select the Devices tab.¶

Enter your contact information in the appropriate fields (NOTE: Ensure that this information is **complete & accurate**. This information will be used to make all notifications to you.):

☐ Phone – i.e. 555-123-4567¶

☐ Email – enter full email address (i.e. your.name.civ@mail.mil)¶

☐ Text Messaging – enter cell phone number (Yes, it may be the same as mobile above)¶



Fort Hood Mass Warning and Notification System

Inbox

My Info

Devices

Locations

USAOTC



Self Service Devices

If you wish to furnish personal information requested as part of the Fort Hood MWNS registration process, you may do so. Personal information includes non-government furnished e-mail addresses, home and personal cell phone numbers, personal pager numbers, and other personally owned devices. If you choose NOT to furnish personal information, the system will be unable to contact you on these devices.

Fields marked with * are mandatory.

Save !

[Reset](#)

Telephony Devices

Phone - Work *:

Phone - Home:

Phone - Mobile:

Data Devices

Email - Work *:

Email - Home:

Text Messaging:

AtHoc Notifier: Not Available

Save !

[Reset](#)

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Powered By AtHoc

Select **Save!** after completing your info on this tab.¶

NOTE: You must **SAVE** your info after editing any tab, before going to the next tab.¶

Sign out next to your name in the upper right hand corner of the screen.

Example computer desktop notification (pop-up):

POST'S MONTHLY MASS NOTIFICATION TEST

This is the Fort Hood Installation Operations Center with a test of the Fort Hood emergency warning system. This is only a test. If this had been an actual emergency, additional instructions would be broadcast. This is only a test." If you have any questions call the IOC at 287-2520. Fort Hood computer network users will see pop-up with a short test message. Users will be required to acknowledge.

Your Response:

☒ Acknowledge

Close

This completes the Fort Hood AtHoc registration process.

Thank you.

If you have any questions, please contact:

Mr. Mark Peterson

Emergency Management Specialist

Directorate of Plans, Training, Mobilization and Security

Fort Hood, Texas 76544

Office: (254)-553-2782

e-mail: mark.s.peterson.civ@mail.mil

ATHOC NOTIFIER¶

The Fort Hood Mass Warning and Notification (MWN) system includes a mobile notification smartphone application in addition to several other forms of notification such as desktop alert, email, phone, and text message. The AtHoc Notifier is a smartphone app which displays as a purple globe on your main mobile phone screen with the rest of your mobile applications. The AtHoc Notifier is available for iOS and Android smartphones.¶



INSTALL THE ATHOC NOTIFIER¶

The AtHoc Notifier can be installed in just a few easy steps.¶

Required: Before you download and install, you must have an active email set up in the Fort Hood Mass Warning and Notification (MWN) system.¶

STEP 1: Search for and Download the AtHoc Notifier app from the Apple App or Google Play stores.¶

STEP 2: When the download is complete, open application and enter your active email address associated with your Fort Hood MWN system account when prompted.¶

STEP 3: AtHoc Notifier will send a verification email to confirm your address. From the email, click¶

Verify Now >

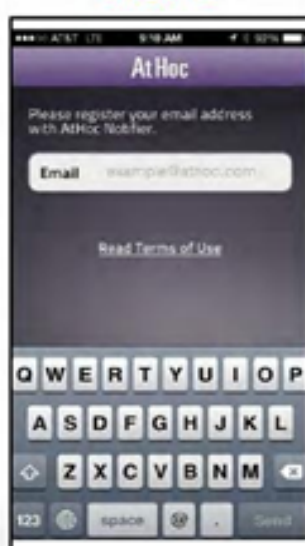
STEP 4: Return to the application on your mobile device and add the Fort Hood MWN organization code (**USA-HFTZ**) as prompted. You have completed the installation.¶

STEP 1



DOWNLOAD

STEP 2



ENTER EMAIL

STEP 3



VERIFY EMAIL

STEP 4



ENTER ORG CODE

FORT HOOD MASS WARNING AND NOTIFICATION SYSTEM

Smartphone Application Setup & Use

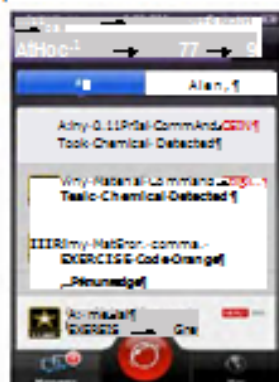
RECEIVE & RESPOND TO ALERTS

Use the Messages inbox to view messages and alerts. The colors and icons identify the status of each alert.



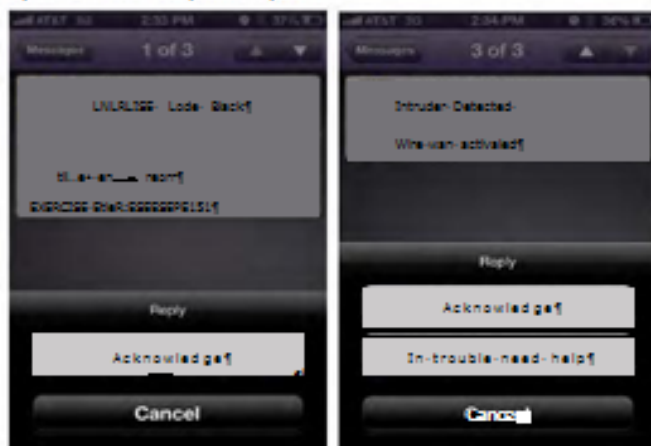
READ MESSAGES AND ALERTS

Tap an alert to open it and read the contents.



ACKNOWLEDGE ALERTS & SEND RESPONSES

Tap **Acknowledge** to reply to an alert. Some alerts provide multiple response options. Tap **Reply** to respond, and then tap the correct response option.



SETTINGS

You can modify the application settings from the Profile screen.

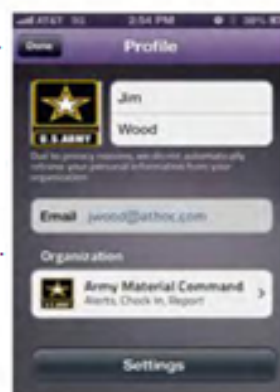
SET UP YOUR PROFILE

You can add information about yourself in your profile settings.

1. Click to open the Profile settings.

2. You can add a photo, update your first and last name, or update your Org code.

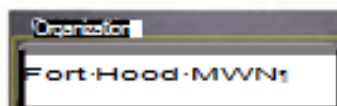
3. Click Done to return to the Home screen.



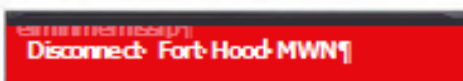
UNSUBSCRIBE

You can unsubscribe from receiving alerts from the Profile screen.

1. From the Profile screen, tap the value under Organization.



2. Click Disconnect... to disconnect.



3. Click Disconnect to confirm.

4. You will no longer receive alerts for the Fort Hood MWN system and you may remove the application from your device.